



**UNITED STATES PROBATION OFFICE  
EASTERN DISTRICT OF CALIFORNIA  
POSITION VACANCY ANNOUNCEMENT**

**OPENS:** September 18, 2006

**CLOSES:** October 2, 2006

**POSITION TITLE:** Probation Clerk

**LOCATION:** U. S. Probation Office, Eastern Judicial District of California, Fresno

**SALARY AND**

**GRADE RANGE:** Classification Level (CL) 23 -- \$28,095 - \$45,648 per annum

**(NOTE:** Starting salary will be set at \$28,095 - \$31,606 DOE, with further long term progression to \$45,648. Lateral transfers will be considered for Federal probation clerks currently employed in other districts.)

***POTENTIAL PROMOTIONAL OPPORTUNITY TO CL-24 AFTER TWO YEARS WITHOUT FURTHER COMPETITION***

**DESCRIPTION OF DISTRICT, PROBATION OFFICE, AND DUTIES:**

**District.** The Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional office is located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield.

**Duties.** Total office clerical support for three to four probation officers (i.e., Court or Supervision Unit) -- or assignment to an operations support unit (i.e., Statistical Unit, Reception). Under the general supervision of a supervisory clerk, the probation clerk's duties may include, but are not limited to, the following: Receives dictation (direct or recorded) and transcribes same; types investigative reports; prepares and maintains statistical control information; prepares petitions, orders, and other court papers essential in probation and parole supervision; answers telephones, greets walk-in visitors, and performs necessary filing duties.

**Qualifications.** To qualify for a probation clerk position, a person must be a high school graduate, have at least two years general experience, and demonstrate an ability to take and transcribe messages from own notes and ability to use dictaphone/transcription equipment; ability to use PC and other general office equipment; WordPerfect experience preferred; type **at least 55+ WPM** net; have a good knowledge of spelling, punctuation, and grammatical usage.

**General Experience.** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Experience working in a legal/law enforcement office environment preferred.

**Employee Benefits.** Employees of the Probation Office are not included in the Office of Personnel Management's classification/personnel management system. They are, however, entitled to the same benefits as other Federal Government employees. Some of these benefits are:

- \* Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at four hours per pay period (104 hours per year).
- \* Participation in the Federal retirement program and tax-deferred Thrift Savings Plan (similar to a 401K plan).
- \* Optional participation in a Federal health insurance program of your choice.
- \* Optional participation in the Federal Employees' Group Life Insurance program.
- \* Up to 10 paid holidays per year.
- \* Optional enrollment in the Federal Judiciary employees' long-term care insurance, Flexible Spending Accounts and commuter benefits programs.
- \* Creditable time-in-service in other Federal agencies, or the military, will be added to Judiciary employment when computing employee benefits.

**NOTE: Probation Office support staff (i.e., non-officer) employees are considered 'AT WILL' employees and, as such, can be terminated with or without cause by the Court.**

**Applications.** Interested applicants are required to complete an Eastern District of California/Probation Office application form and submit it to:

**U. S. Probation Office  
ATTN: Human Resources  
501 "I" Street, Suite 2500  
Sacramento, CA 95814-7302**

Application forms may be obtained from our website at:

<http://www.caep.uscourts.gov/employ.htm>.

- \* Although it is the agency's policy to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.
- \* The person selected for this position may be subject to a background investigation and will be fingerprinted.
- \* More than one position may be filled from this announcement.
- \* The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

- \* This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- \* The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- \* Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.
- \* Applications received after October 2, 2006, will not be considered.

**\*\*THE UNITED STATES PROBATION OFFICE  
IS AN EQUAL OPPORTUNITY EMPLOYER\*\***